

# **CARTERET COUNTY CULTURAL AND RECREATION ADVISORY BOARD BY-LAWS**

## **ARTICLE I: CREATION OF NAME – CULTURAL AND RECREATION ADVISORY BOARD**

The Carteret County Commissioners (Governing Body) on September 16, 2013 established an advisory board to be known as the Cultural and Recreation Advisory Board (Board). The Board will be referred to as the Board throughout this document.

## **ARTICLE II: PURPOSE OF THE PARKS AND RECREATION / CIVIC CENTER DEPARTMENT**

The Crystal Coast Civic Center is primarily a meeting/convention and special event facility owned by Carteret Community College and operated by Carteret County. The purpose for this center is to enhance the economic impact through hotel/motel room nights and related revenues for city/county businesses; to provide the community with a facility large enough to house local and regional community activities and events; and to promote and develop recreation and entertainment for the public.

The purpose of the Parks and Recreation Department is to provide a variety of recreation and leisure activities, improve quality of life, promote healthy living, as well as maintain and operate parks, athletic fields, recreation areas and facilities for use by county citizens and visitors.

## **ARTICLE III: POWERS AND DUTIES**

The Board shall serve as the advisory body for the Parks & Recreation / Civic Center Department and the Governing Body. The Board shall advise and collaborate with the Department on matters affecting the Civic Center, County Parks and Recreation Facilities as well as suggest ideas for special events, activities, and programs that adhere to the purposes of the Department. The Board shall consult with and advise the Director and Governing Body as to acquisition and disposal of land and properties related to the County's Cultural and Recreation programs for both short and long range plans. While it is assumed the Board, Director and Governing Body will work closely together, it is recognized that the Director and/or Governing Body have the authority to make all final decisions.

## **ARTICLE IV: APPOINTMENTS / LENGTH OF TERMS**

**APPOINTMENTS:** The Board shall be appointed by the Governing Body and shall consist of twelve (12) members. The make-up of the Board will be as follows: seven (7) Carteret County residents appointed by each County Commissioner from their respective district, five (5) Ex-officio members: (1) County Commissioner representative, (1) Carteret County School Board representative, (1) Tourism Development Authority Executive Director or his/her designee, (1) Carteret Community College President or his/her designee, (1) Department Director. All members will have voting rights with the exception of the Director.

**LENGTH OF TERMS:** All members of the Board shall be appointed for a term of three (3) years with the exception of the Ex-officio members. Initial appointments to provide for staggered terms will include three (3) appointments for three (3) year terms, two (2) appointments for two (2) year terms, and two (2) appointments for one (1) year terms. Term expirations will be June 30 of each year. No

member shall serve more than two (2) consecutive terms. Any vacancy will be filled by the Governing Body for the remainder of the unexpired term. All members shall serve without compensation.

## **ARTICLE V: MEETINGS / ATTENDANCE**

**MEETINGS:** Regular meetings of the Board shall be held bi-monthly on the fourth Tuesday of January, March, May, July, September and November at 3:30pm in the Conference Room at the Civic Center or in such location designated by the Director. The Director or the Chairman may call a "Special Meeting" at any time with a 48 hour notice to all Board members. A quorum must be in attendance before official decisions can be made. A simply majority of the board constitutes a quorum.

**ATTENDANCE:** Attendance at bi-monthly meetings is required. Any member with two (2) consecutive unexcused absences will lose his/her status as a member of the Board until or unless reappointed by the Governing Body. Absence due to sickness or other emergencies shall be regarded as excused and not affect the members status. The board secretary will be responsible for keeping record of attendance.

## **ARTICLE VI: OFFICERS**

There shall be a Chairman, Vice-Chairman and Secretary. An annual election of officers will be held at the July meeting. An officer shall serve no more than two (2) consecutive one year terms. In the event an officer's appointment to the Board is terminated, a replacement to this office shall be elected by the Board at the meeting following termination. The Director (or designee) shall serve as Secretary to the Board.

## **ARTICLE VII: DUTIES**

**Chairman:** Shall preside at all meetings of the Board, sign any document as representative of the Board, appoint sub-committees when deemed necessary, call special meetings and perform such duties appropriate for office of Chairman.

**Vice-Chairman:** Shall perform the same duties as Chairman in his/her absence.

**Secretary:** Shall keep all records of the Board, handle the correspondence of the Board, and keep accurate minutes of the meetings.

## **ARTICLE VIII: AMENDMENTS**

All amendments to these By-Laws must be approved by the Board prior to being sent to the Governing Body for approval. Once approved, amendments will have immediate application.